

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 06/2015
OPENING DATE: 01/29/2015
CLOSING DATE: 02/19/2015
POSITION TITLE: DELIVERY CLERK/WAREHOUSEMAN, FSN-4
SALARY RANGE: KZT 2,170,268 p.a. – KZT 2,691,058 p.a. (gross salary per year)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asia, Almaty, Kazakhstan

MAJOR DUTIES: Under the direct supervision of the Supervisory Warehouse Storekeeper (and the technical supervision of the Supply Supervisor), the incumbent: 1) delivers non-expendable property, expendable supplies and equipment to the residences and offices from the Warehouse in accordance with written requests submitted by staff and approved by the Executive Officer; inspects items to ensure each are in proper working order [with the exception of computer equipment which is tested by the Systems staff], not visibly damaged, and are suitable for the intended purpose of the request; 2) documents action on the Delivery Form accurately reflecting the bar code numbers of each item, description of item and location where it is being sent; 3) is responsible for appropriate processing, recording in Property Management System, and filing of the forms; 4) is responsible for assembling item(s) as necessary prior to delivery; 5) participates in moving of supplies and equipment, including heavy items, from receiving area to appropriate places within the warehouse and storing them in accordance with prescribed storage procedures; 6) drives official vehicles (big truck and pickup truck); 7) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, Skills and Experience (60%):** Completion of secondary school. Minimum two years of experience directly related to warehouse operations. Ability to lift heavy items applying safety measures and to operate fork lift truck and other warehouse equipment. Driving License categories B and C. Experience in driving trucks is highly desirable. Must know traffic rules, routes and locations in Almaty. Competency in word processing and spreadsheet computer software programs.

- **Teamwork/Interpersonal and Communication Skills (30%):** Candidate must be highly organized, attentive to details, punctual, strongly customer service oriented, self-starter, able to work under pressure, and have strong interpersonal skills. Must be able to establish priorities from among a list of activities and track processes until completed.

- **Language Skills (10%):** Minimum Level III Russian [Good working knowledge] and Level II English [Basic] so that requests can be understood as well as being able to communicate clearly to clients concerning assignments.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Packages should be received at the Executive Office (EXO) USAID/CA, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634/35/36; E-mail: almaexo_hr@usaid.gov by COB **Thursday, February 19, 2015**. A copy of the Position Description is available in EXO/Personnel (ext. 6353).

USAID/CA reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.